

Sponsorship Order Form

Company	Contact Name
Address	Contact Title
Address	Email
City, St, Zip	Phone

Please see 2019 Sponsor Brochure for details on all items

Event Sponsor Packages

ITEM	PRICE	TOTAL
Platinum Level Sponsor (1 Available)	\$ 15,000	
Gold Level Sponsor (1 Available)	\$ 10,000	
Silver Level Sponsor (3 Available)	\$ 5,000	

Activity & Merchandise Sponsors

ITEM	PRICE	TOTAL
VIP Dinner Sponsor (1 Available)	\$ 6,500	
Hospitality Sponsor Provides light snacks and finger food at your table for all breaks and the Friday evening Networking Event.	\$ 850	
Gift Bag Sponsor (1 Available)	\$ 950	SOLD
Conference Badge Lanyards (1 Available)	\$ 950	SOLD
Notepads & Pens	\$ 950	SOLD
Gift Bag Item (3 Available)	\$ 500	
Literature in Registration Area	\$ 500	
Popcorn Cart Sponsor – All 3 Days (1 Available)	\$ 350	

Sponsorship Order Form

Live Stream Patron

ITEM	PRICE	TOTAL
Live Stream Sponsor (Price per half day - 5 Avail)	\$ 1,500	
<input type="checkbox"/> Friday am <input checked="" type="checkbox"/> Friday pm <input type="checkbox"/> Saturday am <input type="checkbox"/> Saturday pm <input type="checkbox"/> Sunday am		

CONFERENCE GUIDE Advertising (4-Color)

ITEM	PRICE	TOTAL
Full Page	\$ 1,000	
Back Cover (Full Pg)	\$ 1,500	
Inside Front Cover (Full Pg)	\$ 1,500	
Inside Back Cover (Full Pg)	\$ 1,250	
Half Page	\$ 600	
Quarter Page	\$ 400	
Featured Expo Listing (Name & logo highlighted)	\$ 250	

Exhibition Booths

ITEM	REQUESTED BOOTH SPACE*		PRICE	TOTAL
	1 st CHOICE	2 nd CHOICE		
Double Expo Table (5 Available)			\$ 2,600	
Single Expo Table (42 15 Available)			\$ 1,750	
Poster Session (40 Available)			\$ 250	

* Please check the [online floorplan](#) for available spaces

TOTAL	
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Signature	Date
Name	Title/Dep't
Email	Phone



TERMS AND CONDITIONS OF CONTRACT

1. If the Sponsor or Exhibitor fails to comply in any substantial respect with the terms of this agreement, the Organizers shall have the right to sell the sponsorship or space to another company. The Sponsor or Exhibitor, however, will be liable for any loss suffered by the Organizers thereby, and all monies paid by the Sponsor or Exhibitor hereunder shall be absolutely forfeited to the Organizers.
2. If, in the event of the Exhibitor failing to occupy the said space by the advertised opening time of the show, the Organizers are authorized to occupy or cause the said space to be occupied in such manner as it may deem best in the interests of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability hereunder.
3. No Exhibitor shall erect any sign, booth wall, or obstruction, which in the opinion of the Organizers interferes with an adjoining Exhibitor. Details' regarding what's permissible and not will be included in the Exhibitor Manual, which will be issued approximately 3 months prior to the event.
4. All exhibitors shall be producers, importers or representatives for goods and/or services displayed. No Exhibitor shall display on his booth any advertisement for goods manufactured and/or sold, or services provided by a non-Exhibitor unless written permission has been obtained from the Organizers.
5. **Dismantling the Exhibits** - Exhibits must not be removed and displays must not be dismantled either partially or totally, before closing time on the last day of the **Exhibition – June 9, 2019. Anyone breaking down before 2:30pm on the last day will incur a \$1,000 fee. All exhibits and display material must be removed by the time indicated by the Organizers.**
6. Sponsors and Exhibitors shall comply with the Rules and Regulations stipulated by the Organizers, the Sheraton Portland Airport Hotel (the Hotel), all relevant Health and Fire Department regulations and with all relevant State Acts.
7. The Exhibitor will not damage any walls or floors or ceiling of the exhibition area in which the booth is located - by nails, screws, oil, and paint or by any other cause whatsoever. The Exhibitor guarantees to pay for the repair of any damage caused.
8. **Payments: Upon reserving a sponsorship or booth space, the Sponsor or Exhibitor must make an immediate down payment of 20% in order for the Organizers to hold the space or item. A second payment of 30% must be made by November 1, 2018 and the final payment (remaining 50%) must be paid by January 1, 2019.**

Down payment of 20% at time of order	\$
30% due November 1, 2018	\$
Remaining balance by January 1, 2019	\$

All payments will be invoiced electronically via PayPal. Exhibitors have thirty (30) days in which to make their payment for any invoice. If payments are not made in a timely manner, the booth space will be available for sale to another firm. All deposits paid to this stage will automatically be forfeited and no refund will be made. No Exhibitor shall occupy his booth space in the Exhibition until all the payment owing to the Organizers by the Exhibitor is paid in full.

9. **Sponsor's and Exhibitor's Liability** – Every Sponsor and Exhibitor hereby accepts liability for all acts or omissions by himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organizers and to keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organizers or incurred or become payable by them. Arising there from or in respect thereof including any claims arising out of the supply or demonstration by the Sponsor or Exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the organizers on the advice of Counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Sponsor or Exhibitor undertakes to arrange appropriate third party liability insurance.
10. **Insurance Liability** – Neither the organizers nor the Sheraton Portland Airport Hotel will be responsible for the safety of any exhibit or property of any Sponsor or Exhibitor, or any other person, for the loss or

damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Sponsor or Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labor disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Organizers or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the Exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value the contents of the booth and all associated equipment and materials. The Exhibitor will produce proof of coverage upon request from the Organizers.

11. The Exhibitor is responsible for the safety of products and general display of their booth. During move-in and move-out period, material should not be left unattended at any time.
12. It is the responsibility of the Exhibitor to leave their booth area clean and tidy during the Exhibition and after moving out.
13. The Organizers reserve the right to postpone the holding of the Exhibition from the set dates, and to hold the exhibition on other dates as near to the original dates as practicable, utilizing the right only where circumstances necessitate such action and without any liability to the Organizers.
14. If due to any unforeseen circumstances it is found necessary to close the Exhibition on any day or days or to vary the hours the Exhibition is open, the Organizers reserve the right to do so, at their sole discretion without any liability to the Organizers.
15. The Organizers may from time to time add to or vary the foregoing Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Sponsor or Exhibitor under this agreement and shall not operate to increase the liabilities of the Organizers.
16. Cancellation of Space – In exceptional circumstances the Organizers will be prepared to consider cancellation of their Contract with Sponsors or Exhibitors, but only if the following conditions are complied with: (a) That the request for cancellation is submitted by registered post (b) That the request is received at least three months prior to the opening of the Exhibition. (c) That the Organizers are able to re-let the cancelled space or re-sell the sponsorship in its entirety. (d) That the reason given for the request of the cancellation is, in the opinion of the Organizers, well founded. (e) That the Sponsor or Exhibitor agrees that the Organizers shall retain 25% of the contract price if the cancellation is accepted more than six months before the Exhibition, 50% of the contract price if the cancellation is accepted between six and three months before the exhibition and 100% of the contract price if the cancellation is accepted within three months of the opening of the Exhibition.
17. The Organizers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the booth and the Exhibitor undertakes to agree to any alteration to the site or the space reallocated by the Organizers.
18. Conduct of Exhibitor and Representatives (a) Annoyance: The Organizers reserve the right to stop any activity on the part of any sponsor or Exhibitor that may cause annoyance to other Sponsors, Exhibitors, Attendees or visitors. Business must be conducted only from the Exhibitor's own booth and under no circumstances may this be carried out from a gangway or elsewhere in the Exhibition. (b) Microphones: The use of microphones is not permitted. (c) Gangways: Any encroachment upon gangways or passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organizers or their agents and the Organizers shall not be responsible for any loss thereto occasioned by such removal. (d) Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitor's own booth.
19. The Organizers shall not be responsible for any damages claimed by any person or persons who may be injured whilst in the area allotted to the Exhibitor and the Exhibitor agrees to indemnify the Organizers in the Event of any claim made against the Organizers.
20. Right of Rejection – Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Rules and Regulations. The Organizers reserve the right to prohibit in whole or part and reject any Exhibitor or his representative in the case of failure to comply with the Rules and Regulations. The Organizers reserve the right to reject applications for exhibit space when they deem such application is not appropriate to the exhibition. In the case of non-compliance with the rules and regulations there shall be no return of payment if the Organizers deem such rejection or prohibition necessary.
21. No booth, booth space or sponsorship may be sub-let in any manner without the organizer's consent.



PO Box 1083
Buxton, Norwich NR10 5WY UK

US Contact:
Michelle: +1 510-872-7070
michelle.ldnrt@gmail.com

EXHIBIT HOURS

Friday, June 7	8:00am – 8:30pm
Saturday, June 8	8:00am – 6:30pm
Sunday, June 9	8:00am – 1:30pm

SET UP & TEAR DOWN (Subject to Change)

Set Up - Thursday, June 6	3:00 – 7:00pm
Tear Down: Sunday, June 9	2:30 – 3:30pm

2019 LDN AIIC Conference Floorplan



Note: Drawing is an accurate representation but is not to scale.